



Please have Planning staff review the requirements with you for your specific project before preparing your plans for submittal.

Note: For Residential Condominium Conversions – Do not use this form, please refer to the Residential Condominium Conversion Procedure Guide and Requirements and the Residential Condominium Conversion Application Checklist from the Planning Division. For Commercial Condominium Conversions – see handouts from the Engineering Department.

A. GENERAL

1. References

The subdivision of land requires the preparation and processing of a tentative subdivision map and a final subdivision map. In addition, certain improvements may be required for which improvement plans will need to be prepared. To prepare such maps and plans, the subdivider will have to be thoroughly familiar with the following publications:

<u>Publication</u>	<u>Available From</u>
Subdivision Map Act	California Council of Civil Engineers and Land Surveyors
General Plan	Planning & Building Department
Subdivision Ordinance	Planning & Building Department
Subdivision Manual	Engineering Department
Zoning Ordinance	Planning & Building Department
Landscape Manual	Planning & Building Department
Environmental Review Policy	Planning & Building Department
Standard Specifications/Drawings	Engineering Department

2. Initial Planning

The subdivider is expected to conduct a thorough planning effort prior to the preparation of a preliminary or tentative subdivision map. Developers should consult with City offices, primarily the Planning Department, to ascertain the property's relationship to the General Plan, zoning, availability of public facilities, aspects regarding environmental impact and park and school requirements. The Engineering Department will furnish information regarding availability of sewers, amount of sewer assessments, general requirements for drainage, undergrounding of utilities, and other improvements, which may be required.

B. PRELIMINARY SUBDIVISION MAP

1. Purpose

The subdivider is strongly encouraged to submit a preliminary map depicting the concept for development of the property. This map is an informal sketch (without fees) submitted to the Planning Division for their advice regarding City requirements; constraints on development; recommendations for development; and the most expedient method of processing the subsequent tentative map.

TENTATIVE MAP PROCEDURAL GUIDE (Continued)

2. Submittal

The subdivider should submit six (6) copies of the preliminary subdivision map to the Planning Division. The map should contain the following:

- a. Location map
- b. North arrow and scale (1" = 100' preferred)
- c. Acreage of the subdivision
- d. Date
- e. Number of lots and approximate size of each
- f. Existing and proposed streets (indicate widths, grades and cul-de-sac radii)
- g. Existing topography
- h. Proposed grading and pad elevations
- i. Any other information that may affect the project (i.e. environmental, adjacent development, trees, etc.)

3. Preliminary Subdivision Map Review and Conference

- a. The City staff will review the preliminary subdivision map within two to three weeks, after which an informal conference will be scheduled with the subdivider. The subdivider will be informed of the date, time and place of the conference.
- b. The developer shall be advised to prepare an alphabetical list of proposed street names for pre-approval by the city (allow 7 to 10 days processing time). Street names from the approved list shall be assigned on the tentative map with appropriate labels and suffixes prior to formal submittal of the map. Street name standards and policies for the city can be obtained from the Engineering Department (Subdivision Manual).
- c. It should be noted that the preliminary subdivision map process will greatly assist but does not guarantee approval of the tentative subdivision map.

4. Environmental Review Process

- a. Subdivisions are subject to the provisions of the California Environmental Quality Act (CEQA) and cannot be considered by the Planning Commission unless a Negative Declaration has been certified or an Environmental Impact Report has been reviewed by the Planning Commission. For this reason, the subdivider should begin the environmental process as soon as possible in order to avoid any delays.
- b. An initial Study submitted with the preliminary subdivision map could result in a Negative Declaration or a simplified or focused Environmental Impact Report, which may accelerate the environmental review process on the tentative subdivision map.

TENTATIVE MAP PROCEDURAL GUIDE (Continued)

C. TENTATIVE SUBDIVISION MAP

1. Purpose

The tentative subdivision map is drawn for the purpose of depicting the overall development contemplated. While not precise in all details, it is specific in those items that can be predetermined. Upon approval by the City, the tentative map constitutes an agreement between the subdivider and the City relative to approximate subdivision design including its grading, layout and public improvements. All subsequent work is based on the approved tentative subdivision map.

2. Subdivision Fees

Subdivision fees are based on a full cost recovery principal. Applicants will be charged the actual staff salaries multiplied by the appropriate multiplier for staff time devoted to the project. The exact multiplier may be found in the City's Master Fee Schedule.

3. Preliminary Review and Filing

- a. The subdivider must submit five (5) copies of the tentative subdivision map to the Planning Division who will conduct a preliminary review of the map to determine if the map has been properly prepared. (Please refer to "Tentative Subdivision Map-Format and Contents).
- b. After the map has been reviewed, the subdivider will be informed as to the acceptability of the map. If the map has not been properly prepared, the subdivider will be informed of any necessary additions and/or corrections. A copy of the corrected map must be submitted to the Planning Division to determine if all additions and/or corrections have been made.
- c. Once it has been determined that the tentative map has been properly prepared, the subdivider shall submit twenty-two (22) copies and one (1) reproducible of the map along with the tentative subdivision map application, the required fee and the required number of documents, reports and plans for the tentative map process. The blueline copies and reproducible must be submitted folded to the size of 8-1/2x11 inches.

4. Subdivision Conference

- a. After the correct number of copies have been submitted and fees paid, copies of the tentative map will be distributed to various city departments, school districts and other public and quasi-public agencies for their review and comment.
- b. A subdivision conference will be held approximately three and one-half (3-1/2) weeks after the map has been filed. The purpose of the conference is to provide the opportunity for the city staff and other agency representatives to discuss the tentative map with the subdivider and his engineer. All of the agencies and departments as well as the subdivider and his engineer will be notified of the date, time and place of the scheduled subdivision conference.

TENTATIVE MAP PROCEDURAL GUIDE (Continued)

- c. The conference also provides the opportunity to discuss any staff recommended conditions of approval and revisions to the tentative map. If extensive revisions to the tentative map are required, another subdivision conference may be required, in which case, the subdivider will be so informed. The Planning Division may also request that the subdivider agree to a postponement in the scheduling of the tentative map for public hearing until such time as the review and conference on the revised map is complete. In such instances, the subdivider may be requested to submit a letter agreeing to the postponement.
 - d. If the tentative map is to be redistributed to other agencies, twenty-two (22) copies of the revised map (which must be clearly labeled as "Revised" and the date of revision indicated) and on (1) sepia shall be submitted to the Planning Division. If not, only five (5) copies and one (1) sepia need be submitted.
 - e. Upon completion of the subdivision conference, the tentative map will be considered filed and ready for scheduling as a public hearing. The subdivider shall submit twenty-eight (28) reduced copies of the tentative map plus one (1) colored 35mm slide (for display purposes) to the Planning Division not later than twenty-five (25) days before the scheduled Planning Commission hearing, otherwise the map will be scheduled for a later meeting. The Planning Division will determine the amount of reduction.
5. Planning Commission Action
 - a. The Planning Commission shall make a recommendation that the City Council approve, conditionally approve, or deny the tentative subdivision map.
 - b. If the Planning Commission recommends extensive revisions to the tentative subdivision map, the subdivider may be required to resubmit a revised tentative subdivision map prior to consideration by the City Council. The number of revised maps shall be determined by the Planning Division.
6. City Council Hearing
 - a. The City Council shall schedule the tentative subdivision map for public hearing upon receipt of the Planning Commission report. The subdivider shall be notified of the date, time and place of the City Council meeting.
 - b. The staff report to the City Council shall be available to the subdivider at least three (3) days prior to the City Council meeting.
7. City Council Action

The City Council shall approve, conditionally approve, or deny the tentative subdivision map.
8. Valid Time Period of the Tentative Subdivision Map

The approved or conditionally approved tentative subdivision map shall be valid for a period of thirty-six (36) months after City Council action. The final subdivision map must be submitted and approved within this period or else the tentative subdivision map shall expire.

TENTATIVE MAP PROCEDURAL GUIDE (Continued)

9. Extension of Time Period

- a. The subdivider may submit a written request to the Planning Commission requesting an extension of the expiration date of the approved or conditionally approved tentative subdivision map within the thirty-six (36) month time period.
- b. The Planning Commission may grant an extension of time not to exceed three (3) years.
- c. If the Planning Commission denies the request for an extension, the subdivision may appeal to the City Council within fifteen (15) days of the decision of the Planning Commission.

D. FINAL MAP

Final subdivision maps are filed with and processed by the Engineering Department. The final map is subject to City Council approval and is not reviewed by the Planning Commission. Contact the Engineering Department for the final map procedure.

E. POSSIBLE REQUIREMENTS FOR PUBLIC AND PRIVATE IMPROVEMENTS

Applicants for development projects, including additions and interior/exterior remodels, and some proposals involving a change in land use, are advised that they may be required to install and /or modify on- and off-site public and private improvements and pay impact fees. Improvements may include on-site structures, paving and landscaping, and requirements to dedicate, improve and/or modify streets and other public facilities off-site. Fees may include sewer, traffic and development impact fees.

The necessity for or exact extent of these requirements and fees, if any, are generally not known until an application has been filed and routed for review and comment to the various City departments and outside agencies. Applicants are encouraged, however, to contact the City regarding the possibility for and the general extent of these requirements at the earliest possible stage of project consideration. The City departments normally involved with such requirements are the Departments of Planning & Building and Fire for private improvements, and the Engineering Department for public improvements and impact fees.

For major projects, it is often helpful to schedule an initial meeting with appropriate City staff to review issues and discuss possible requirements prior to formal application. These meetings can be arranged through the Planning Department.

F. APPLICATIONS REQUIRING DEPOSIT ACCOUNTS

The fee you submit with the application is a deposit only. The amount of the deposit is an estimate based on an average processing time for the type of application. Your application may cost less or more depending on certain circumstances and complexity. If the cost of processing the application is less than the deposit amount, you will be reimbursed the balance. However, if the cost of processing is more than the deposit amount, you will be required to pay the difference.

TENTATIVE MAP PROCEDURAL GUIDE (Continued)

If at any time, the amount of the deposit is depleted to a minimal level inadequate to continue processing, or if a deficit situation exists, the Planning & Building Department will request that additional funds be deposited with the City of Chula Vista within a specified time period. The amount requested will be based on an estimate of the time remaining to complete the project.

IMPORTANT: If the additional amount is not received by the specified date, it may cause the project to be delayed or postponed. In no case will a project be scheduled for consideration until the additional amount is received.